



***UNIFIED PLANNING WORK PROGRAM***

*for the*

***DOVER/KENT COUNTY  
METROPOLITAN PLANNING ORGANIZATION***

***FISCAL YEAR 2019***

***July 1, 2018 through June 30, 2019***

***Adopted \_\_\_\_\_, 2018***

Prepared at the Direction of the

**Dover/Kent County Metropolitan Planning Organization Council**

## TABLE OF CONTENTS

	PAGE
<b>TABLE OF CONTENTS</b> .....	2
<b>INTRODUCTION</b> .....	4
<b>MISSION AND GOALS</b> .....	4
<b>PLANNING EMPHASIS AREAS</b> .....	4
<b>MPO ACTIVITIES</b> .....	6
<b>REGIONAL PRIORITIES</b> .....	7
<b>ORGANIZATION</b>	
MPO Council .....	8
Technical Advisory Committee (TAC) .....	8
Public Advisory Committee (PAC) .....	9
MPO Staff .....	9
Funding .....	10
<b>FY 2018 PROJECTS</b>	
19-01 Program Management and Development .....	11
19-02 Preparation of the Unified Planning Work Program .....	13
19-03 Public Outreach .....	15
19-04 Preparation of the Transportation Improvement Program .....	16
19-05 Data Management .....	17
19-06 Training, Education and Outreach .....	20
19-07 Update the Long Range Transportation Plan .....	21
19-08 Transportation Planning Projects .....	22
<b>FUNDING</b>	
Operating Expenses .....	24
Cost Allocation by Funding Source .....	25
Cost Allocation by Project .....	26

## INTRODUCTION

The Fixing America's Surface Transportation Act (FAST), passed in 2015, requires the Metropolitan Planning Organization (MPO), in cooperation with the State and operators of publicly owned transit services, to develop a Unified Planning Work Program (UPWP). The purpose of the UPWP is to present the planning priorities facing the metropolitan planning area and describe all metropolitan transportation and transportation-related air quality planning activities anticipated therein during the next fiscal year, regardless of funding sources or agencies conducting activities. The discussion should be provided in sufficient detail to indicate who will perform the work, the schedule for completing it, and the products that will be produced.

Every effort has been made to include all of the member agencies of the Dover/Kent County MPO (MPO) as well as representatives of the Technical and Public Advisory Committees in the compilation of this work program.

## MISSION

The MPO serves as a cooperative regional forum for the development of transportation system plans and programs and for the resolution of transportation planning-related issues in the MPO's designated region. The MPO planning area boundary is designated as Kent County, Delaware, plus those areas of Smyrna and Milford situated in neighboring counties. The MPO's mission is to ensure the implementation of the most efficient multi-modal transportation plans and programs which meet the requirements of the Federal Clean Air Act Amendments (CAAA) of 1990 and FAST.

The MPO uses the Comprehensive, Continuing and Cooperative (3-C) metropolitan transportation system planning process. This process is also utilized by the member agencies of the MPO Council.

## STRATEGIC GOALS

The MPO has established three goals to support the mission:

- Coordinate transportation planning and programming in the region.
- Foster cooperative relationships between State, Municipal and County governments.
- Improve the public's understanding of the metropolitan transportation planning process and its relationship to other planning activities in the MPO region.

To accomplish these goals, the MPO's activities are divided into three categories, administration of the metropolitan planning process, public education and outreach, and transportation planning.

## PLANNING EMPHASIS AREAS

The FAST Act has continued to focus on transportation planning as was outlined in preceding federal transportation legislation. In accordance with that focus, the Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) released their Planning Emphasis Areas (PEA's) in March 2015. PEA's are planning topical areas that the Federal agencies wish to place emphasis on as the MPO's develop their planning work programs. The current PEA's are described below.

***Performance-Based Management Approach*** - The Federal transportation agencies, as well as the Delaware Department of Transportation (DelDOT), have recognized the importance of transitioning to performance based planning and programming. The UPWP should promote development and implementation of a performance management approach to transportation planning and programming that supports the achievement of transportation system performance outcomes. To better understand the Dover/Kent County MPO approach to performance-based planning, some background history is required.

The Moving Ahead for Progress in the 21st Century Act (MAP-21) directed MPO's to develop Long Range Transportation Plans (LRTP) and Transportation Improvement Programs (TIP) through a performance-driven and outcome-based approach to planning. It requires states, MPOs, and operators of public transportation to establish targets for performance measures in key performance areas which address national goals for Federal Highway Administration (FHWA) and Federal Transit Administration (FTA), and coordinate with one another when setting these targets. There are seven FHWA national goals (safety; infrastructure (pavement and bridge) condition; congestion reduction; system reliability; freight movement and economic vitality; environmental sustainability; and reduced project delivery delays) and two FTA national goals (safety; and infrastructure condition (state of good repair-transit asset management)). Performance-based planning applies data to inform decisions aimed at helping achieve desired outcomes for the region's multimodal transportation systems as documented in three main documents. First, our LRTP (2017 Metropolitan Transportation Plan) is an investment plan covering 20 years; second, our TIP which is a four-year plan for funding capital infrastructure projects; and third is the UPWP, produced annually to support conceptual plans and research.

Although not clearly documented, the LRTP, TIP, and UPWP processes become performance-based when the following actions occur:

- Sets **goals and objectives** for the transportation systems
- Selects **performance measures** and sets **targets** for performance outcomes
- Gathers **data and information** to monitor and analyze trends
- Uses **performance measures and data** to make spending decisions
- Monitors, analyzes, and reports **decision outputs and performance outcomes**

In many ways the Dover/Kent County MPO is already applying performance-based planning principles when making investment decisions as part of the LRTP, TIP, and UPWP development processes. However, during the remainder of FY18 into FY19, FHWA safety and infrastructure (pavement and bridge) condition goals as well as FTA infrastructure condition (state of good repair-transit asset management) goal will be established in coordination with DelDOT and the Delaware Transit Corporation (DART).

***Models of Regional Planning Cooperation*** - The UPWP should promote cooperation and coordination across MPO and State boundaries where appropriate to ensure a regional approach to transportation planning. This is particularly important where more than one MPO or State serves an urbanized area or adjacent urbanized areas. This cooperation could occur through the metropolitan planning agreements that identify how the planning process and products will be coordinated, through the development of joint planning products, and/or by other locally determined means. Coordination across MPO and State boundaries includes the coordination of transportation plans and programs, corridor studies, and projects across adjacent MPO and State boundaries. It also includes collaboration among DOT's, MPO's and the Delaware Transit Corporation (DTC) on activities such as data collection, data storage and analysis, analytical tools, and performance based planning. The MPO has a long history of coordination with DelDOT, DTC, and the State's other MPOs (the Wilmington Area Planning Council and the Salisbury-Wicomico County MPO), and will continue that cooperation in FY 2019 through the conduct of planning studies, information sharing, and technical assistance.

***Ladders of Opportunity*** - As part of the transportation planning process, the MPO should identify transportation connectivity gaps in access to essential services such as housing, employment, health care, education, and recreation. This emphasis area could include identification of performance measures and analytical methods to measure the transportation system's connectivity to essential services and the use of this information to identify gaps in connectivity that precludes access of the public, including traditionally underserved populations, to essential services. It could also involve the identification of solutions to address those gaps. The MPO has worked with local groups in the recent past to identify gaps within the urbanized area, particularly as it relates to access to healthy foods and recreational opportunities. In FY 2018, the MPO has worked with WILMAPCO, the Office of State Planning Coordination, and several state and private health related organizations to contribute to an article for a volume of the Delaware Journal for Public Health entitled, "Planning and Public Health". In FY 2019, the MPO

will continue coordinating with municipalities and local interest groups to identify these gaps and address potential solutions.

## **MPO ACTIVITIES**

### ***Administration of the Metropolitan Planning Process***

Projects 19-01, 19-02, 19-04, 19-05, and 19-07 represent the assignments that must be completed to satisfy the requirements of Federal regulations and ensure that State, County and municipal governments engage in a cooperative process to determine the priority of the region's transportation needs. These projects support the MPO's efforts to reach out to all member governments and the public to develop a consensus of agreement for transportation plans and programs that support the region's land use and transportation goals, and to facilitate the flow of information relating to transportation and land use between the member governments and the public.

### ***Public Education and Outreach***

Projects 19-03 and some of 19-06 represent the outreach that must be conducted as a component of the metropolitan planning process. The MPO believes it can improve the ability of the public, elected officials, citizen planners and MPO members to participate in all planning processes by implementing a public education program. Consequently, the work program also includes activities to help communicate how the planning process works as well as current trends and best planning practices.

### ***Support Regional Projects***

Project 19-08 is intended to support regional transportation planning either financially or through staff participation. This project brings together the transportation and land-use planning processes. Through the TAC, agencies in the MPO region involved in planning activities share information about their projects to ensure efforts are not being duplicated. Upon request, member governments provide the MPO with a list of transportation planning projects which support the goals listed in the Long Range Transportation Plan and overall regional transportation initiatives.

## **REGIONAL PRIORITIES**

The MPO's Metropolitan Transportation Plan (MTP), which has a 20-year planning horizon, assesses the region's short-term improvement needs, projects future needs, and identifies goals and objectives to meet those needs. The MTP must be financially reasonable and result in a positive impact on the region's air quality. The planning process is coordinated with DelDOT's statewide planning process, Kent County's Comprehensive Plan Update, and Dover's Comprehensive Plan Update. Efforts are also made to coordinate planning efforts with the other 19 municipalities in the MPO region.

The MTP provides a framework to guide all future transportation planning and programming activities. The following goals are identified for Kent County:

- **Strengthen the local economy** to keep it diverse and relatively stable.
- **Maintain the current quality of life**, including the agricultural economy, the abundant natural resources and open space, and the accessibility of political leaders
- **Manage growth effectively to reduce sprawl and provide adequate infrastructure for new developments**, by locating new development in and around existing communities and infrastructure within the designated growth zone for Kent County.
- **Preserve and improve the mobility of people and goods** by offering multiple travel alternatives and better managing the existing system.

- **Improve the safety of the transportation system.**

A hierarchy of fundamental strategies supports these goals and further guides transportation planning and programming decisions:

- **Preserve and maintain the existing transportation system**
- **Improve management of the existing transportation system**
- **Develop and expand multiple transportation modes**
- **Provide additional roadway system capacity**
- **Focus transportation investments in appropriate investment areas**

This UPWP includes projects that support these goals and strategies, strive to keep Kent County a great place to live and work, keep Dover a strong metropolitan center, and to support Milford, Smyrna, and other towns within the growth corridor.

## **ORGANIZATION**

### **MPO COUNCIL**

The policy making body of the MPO is its Council, which consists of six voting members representing each of the following:

1. The Governor of the State of Delaware
2. Mayor of the City of Dover
3. President of the Levy Court of Kent County
4. The Delaware Department of Transportation
5. The Delaware Transit Corporation
6. Representative of Kent County Municipalities

The Federal Highway Administration (FHWA) and the Federal Transit Administration (FTA) sit on the MPO Council as non-voting members.

The current representatives to the Dover/Kent MPO Council are listed below:

1. Robin R. Christiansen, Mayor, City of Dover
2. Michael Petit de Mange, for Brooks Banta, President, Levy Court of Kent County
3. Terry Pepper, for John Carney, Governor of Delaware
4. Drew Boyce, for Jennifer Cohan, Secretary, Delaware Department of Transportation
5. John Sisson, Executive Director, Delaware Transit Corporation
6. Justin King, Mayor, Town of Camden, Representative of Kent County Municipalities

### **TECHNICAL ADVISORY COMMITTEE (TAC)**

The TAC consists of technical staff from all MPO participating agencies. It performs analyses and makes recommendations concerning transportation and land use issues to the Council for its approval. The actual technical work is performed jointly by the MPO staff and the TAC member organizations. The TAC elects its own chairperson annually from among its members to serve for a one-year period. The current membership of the TAC, and its representatives, are:

1. Lauren DeVore, Delaware Department of Natural Resources and Environmental Control
2. David Edgell, Delaware Office of Statewide Planning Coordination
3. David Hugg, Director, City of Dover Planning and Community Development
4. Nathan Attard, Delaware Department of Transportation
5. Milton Melendez, Delaware Department of Agriculture
6. Joe Zilcosky, Delaware Division of Small Business, Development & Tourism\*
7. Kris Connelly, Kent County Planning Department
8. Catherine Smith, Delaware Transit Corporation
9. Sharon Duca, City of Dover Public Works
10. Tim Riley, Kent Conservation District
11. Matthew Jordan, Dover Air Force Base
12. Aaron Chaffinch, Town of Camden
13. Wilmer Abbott, Town of Smyrna
14. Rob Pierce, City of Milford

Delmarva Central Railroad (formerly Norfolk Southern), the Delaware Motor Transport Association, the FHWA, and the FTA are non-voting members of the TAC.

(\*Formerly the Delaware Economic Development Office(DED0))

### **PUBLIC ADVISORY COMMITTEE (PAC)**

The Public Advisory Committee (PAC) is a group of local citizens appointed by the MPO Council. Each member of the PAC serves for a period of two years. The PAC elects its own chairperson annually from among its members for a term of one year. They represent business and civic groups from Kent County. The PAC provides advice and comments on current and future issues concerning the citizens' perspectives on the impact of the transportation plans and programs in the MPO area. The PAC also provides a forum for the public to express their concerns about all transportation and land-use related activities.

#### **City Appointees**

Dr. Carlton Cannon, Jr.  
Jonathan Contant  
Karen McGloughlin

#### **State Appointees**

Dr. Phyllis Collins  
Shane Breakie  
Michael Gumrot  
Tracey M. Miller

#### **County Appointees**

Dr. Carolyn Cohee  
Earle Dempsey  
Jayce Lesniewski  
Bruce Snow  
Jesse Spampinato  
Chris Asay

## MPO STAFF

The MPO staff performs the day-to-day operations of the agency, with technical expertise in administration, planning and public affairs. The staff, in conjunction with the MPO's member agencies, collects, analyzes, and evaluates demographic, land use, and transportation-related data to understand the transportation system requirements of the region. The staff also prepares materials for use at TAC, PAC, and Council meetings. The professional staff members participate in all MPO meetings and provide technical support. In addition, they represent the agency at meetings of importance to planning activities within the region. In Fiscal Year 2019 the following staff positions are authorized:

Executive Director:	D. Reed Macmillan
Principal Planner:	James Galvin
Outreach Manager:	Kate Layton
Planner II	Vacant
GIS/Mapping (Part time)	Vacant
Executive Secretary:	Catherine Samardza

## FUNDING

This UPWP is funded predominantly by FHWA Metropolitan Planning (PL) funds, as described in Title 23 of the United States Code (Section 104) and FTA Section 5303 funds. All federal transportation funds are administered by DelDOT and made available to the MPO on a reimbursement basis. These funds cannot constitute more than 80 percent of the total MPO work program, so state, county and local governments must provide a 20 percent match. This match can be composed of in-kind services or cash (toll credits) provided by member governments.

In FY 2019, DelDOT is contributing cash toward the required match. The majority of these funds are being used for Work Program Administration and Transportation Planning Studies.

As a small agency it is difficult for the Dover/Kent County MPO staff to complete all of the tasks needed to accomplish the UPWP. Consequently, member agencies and governments contribute in-kind services that are calculated as match against the federal funds. The following table shows the agencies/jurisdictions involved in providing in-kind services.

<u>State Agencies</u>	<u>Local/County Governments</u>
Department of Natural Resources and Environmental Control	Dover
Office of State Planning Coordination	Kent County
Department of Homeland Security	Milford
Department of Agriculture	Smyrna
Delaware Division of Small Business, Development & Tourism	Camden
Kent Conservation District	

Tasks that these agencies and jurisdictions include, but are not limited to:

- Gathering, analyzing and evaluating and sharing demographic and land use data
- Serving on committees and task forces
- Reviewing studies, reports and agreements
- Preparing presentations and materials for meetings
- Making presentations
- Distributing materials
- Facilitating communication with elected and other officials

- Supporting the MPO website
- Advertising MPO events

## **Project 19-01 Program Management & Development**

As part of this task, the MPO will annually implement the Unified Planning Work Program, negotiate project funding, prepare and submit required applications and contract documents, and monitor program progress. In addition, the MPO will provide input to the Council and its committees and receive output (products) from all projects. This task also covers program administration and interagency coordination.

**19-01.01 Manage/Maintain the MPO Office:** This project includes all of the activities that need to be performed to keep the MPO office operational including:

- Manage the daily operations of the MPO office
- Purchase and maintain equipment and facilities
- Investigate strategies to improving the efficiency of office operations
- Administer all contracts between the MPO and other entities
- Process accounts payable and receivable
- Prepare monthly reimbursement requests and all progress reports
- Recruit/retain/evaluate personnel and maintain personnel records
- Monitor the progress of the Unified Planning Work Program
- Attend training, conferences and seminars to ensure that MPO staff involved in these activities are knowledgeable about the federal and state regulations that the MPO must follow

**Completion Date: Ongoing**

**19-01.02 Support the MPO Council and Committees:** The MPO staff provides technical support to the MPO Council and committees so that they can make informed decisions about the region's transportation priorities. The staff works to ensure that these bodies function effectively, that they receive meeting materials in a timely fashion to help them make informed decisions and that their regular meeting schedule is maintained. Activities to support the MPO Council and committees include:

- Coordinate and schedule all business to be transacted by the MPO Council, the TAC, and the PAC
- Prepare meeting notices, agendas and minutes
- Compile and synthesize technical information for presentation to the MPO Council and committees
- Coordinate planning discussions and activities between different levels of government in the region
- Provide D/KMPO status reports to MPO Council Chair and members when required
- Continuously reach out to state, county, and local elected officials to ascertain the needs of their constituents and share that information with MPO members
- Expand the consultation process to include all interested parties identified in the FAST Act
- Coordinate discussions dealing with air quality and its impact on the transportation program, particularly with regard to conformity analyses and determinations

**Completion Date: Ongoing**

**19-01.03: Continue the 3C Planning Process:** The MPO staff provides support and facilitates an open Comprehensive, Cooperative, and Continuing (3C) transportation planning and programming process at all levels of government in conformance with applicable federal and state requirements and guidelines as described in memorandum of agreements for the allocation and administration of planning funds. Activities to support the 3C process include:

- Meet with community and business leaders to ascertain their transportation concerns
- Participate in planning activities and discussions concerning freight movement through the region
- Attend meetings of local, regional and national associations/organizations that are pertinent to the business of the MPO, including:
  - Central Delaware Chamber of Commerce
  - Air Quality Interagency Process Work Group
  - Hazard Elimination Program Committee
  - Working groups/advisory committees for transportation projects in the MPO region
  - Dover Safety Advisory and Transportation Committee
  - Pedestrian Council
  - DE Chapter of the American Planning Association
- Provide coordination with Kent County communities, DelDOT, DART, and private transportation providers.
- Review technical literature on transportation planning procedures.
- Review federal and state transportation regulations pursuant to include but not limited to the Intermodal Surface Transportation Efficiency Act (1991); National Highway System Designation Act (1995); Transportation Equity Act for the 21st Century (1998); Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users (2005); Moving Ahead for Progress in the 21st Century Act (2012); and Fixing America's Surface Transportation Act (2015).

**Completion Date: Ongoing**

**19-01.04: Program Support and Administration :** The MPO 2019 program support and administration activities include the financial and personnel management of the transportation planning program, public information and assistance, the development of the 2019 D/KMPO Unified Planning Work Program (UPWP), the monthly invoices and reports to the FHWA, FTA, and DelDOT, transportation planning staff education, and monthly procurement activities supporting tasks within the 2019 UPWP. Activities to support this task include:

- Prepare monthly invoices regarding staff time and supplies procured to implement this UPWP task.
- Monitor direct and indirect cost for compliance with the D/KMPO Indirect Cost Allocation Plan (ICAP) by identifying the UPWP task which benefits directly from the expense (i.e. staff time, supplies, facility costs, etc.).
- Coordinate with assigned accountant or auditor to ensure fiscal policies and requirements are properly executed and managed.
- Ensure D/KMPO program personnel requirements are properly implemented per approved personnel policies such as staff time recordation, staff counseling, and staff performance reviews.

**Completion Date: Ongoing**

**19-01.05: FOIA Compliance:** Under Delaware's Freedom of Information Act, 29 Del. C. §§ 10001-10006 ("FOIA"), a FOIA request or petition, along with any information contained therein or any documents attached thereto, submitted to any "public body" subject to FOIA, including, without limitation, any board, bureau, commission, department, agency or committee of the State, may itself be deemed a "public record" subject to disclosure under FOIA. Activities which support this task include:

- Prepare monthly PAC, TAC, and MPO Council Agendas.
- Record retention activities such as scanning documents into electronic media for ease of retrieval.
- Ensure applicable meetings are recorded and a system in place to retrieve meeting recordings and written meeting minutes.
- Manage D/KMPO program documents in a file systems which is compliance with FOIA

**Completion Date: Ongoing.**

**Products:**

- 1) Successful implementation of the Unified Planning Work Program
- 2) Progress reports, Annual Report, and other transportation-related documents and information
- 3) Memorandum and reports as needed
- 4) Properly executed contracts, agreements, and grant applications
- 5) Monthly invoices and progress reports
- 6) Updates and amendments to certification documents as required
- 7) An accurate public record of all MPO Council, TAC, and PAC meetings

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Development & Tourism, State Planning, City of Milford, Town of Smyrna, Town of Camden

**Staff Support:** Reed Macmillan, Executive Director  
Catherine Samardza, Executive Secretary

Project Funding Summary - 19-01 Program Management & Development			
	80% Federal	20% Match	Total
FHWA	\$144,640.62	---	<b>\$223,963.91</b>
FTA	\$ 34,530.41	---	
DelDOT	---	\$22,396.39	
Local/Toll Credits	---	\$22,396.39	
<b>Total</b>	<b>\$179,171.12</b>	<b>\$44,792.78</b>	

## **Project 19-02 Unified Planning Work Program (UPWP)**

**19-02.01 Prepare the FY 2020 UPWP:** The MPO staff works with the member governments to develop a unified planning work program which describes the transportation-related planning activities anticipated in the Dover metropolitan area during the next one- to two- year period including all planning work to be performed regardless of funding source or the agencies conducting the activities, which meets the requirements of 23 CFR Part 420, sub-part A. The UPWP also indicates who will perform the work, the schedule for completing it, and the products that will be produced. This task involves the following activities:

- Identify planning priorities with Council and Committees
- Identify funding sources and amounts
- Request information about projects being completed by other agencies
- Draft a proposed program and solicit public comments
- Review and adoption by MPO Council and committees
- Prepare and execute the funding agreement with DelDOT

**Completion Date: March 2019**

**19-02.02 Modify the FY 2019 UPWP:** During the course of the year, changes may need to be made to the existing UPWP as a result of new or changed planning priorities identified through interagency consultation or because of budget issues. Additional activities associated with the UPWP include:

- Identify modifications that need to be made to the UPWP
- Estimate costs and justifications
- Prepare UPWP amendments and present to the MPO Council and committees
- Prepare and execute amended funding agreements
- Monitor work schedule and budget for FY2019
- Ensure estimated staff hours for each UPWP task are being monitored and corrected when required.

**Completion Date: As needed**

### **Products:**

- 1) An annual UPWP which describes all planning activities to be performed in the MPO region.

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Development & Tourism, State Planning, City of Milford, Town of Smyrna, Town of Camden

**Staff Support:** Reed Macmillan, Executive Director

Project Funding Summary - 19-02 Unified Planning Work Program			
	80% Federal	20% Match	Total
FHWA	\$9,139.39	---	<b>\$14,151.57</b>
FTA	\$2,181.87	---	
DelDOT	---	\$1,415.16	
Local/Toll Credits	---	\$1,415.16	
<b>Total</b>	<b>\$11,321.25</b>	<b>\$2,830.31</b>	

## **Project 19-03 Public Outreach**

One of the key components of the metropolitan planning process is a public outreach program that invites anyone with an interest in the transportation system to become involved. That outreach takes many forms, includes many audiences and is monitored by the PAC. Another object is to provide the public with complete information, timely notice, and opportunities for continuing involvement in the 3C process and ensure that all segments of the population are able to fully participate. The activities in this project support the PAC and public outreach program.

**19-03.01 Conduct Outreach to Support Recurring MPO Activities:** On a regular basis, the MPO advertises its meetings, responds to inquiries, coordinates public outreach efforts with its member governments and monitors its public outreach process. Activities carried out under this project include:

- Prepare media releases and announcements advertising MPO meetings and special events
- Maintain media relations with private, local, state, and federal public relations entities for coordinated media releases regarding D/KMPO activities
- Ensure D/KMPO Program Management and Development, UPWP, Public Outreach, TIP, Data Management, Training, and Transportation initiatives (when applicable) are available in an appropriate form for public information distribution (i.e. e-news letter, articles in papers, flyers, etc.)
- Retain a record of items distributed and information disseminated by publications/media outlets
- Arrange logistics for public meetings held away from the MPO office
- Investigate opportunities for coordinating the MPO's public participation process with member governments' and other MPOs' public participation processes
- Participate in public fairs or events where information about MPO plans, programs and activities can be disseminated
- With the members of the PAC, review all lists of stakeholders, including identifying low income and minority citizens that may not have easy access to the metropolitan planning process, and update accordingly
- Coordinate outreach activities with other groups, such as the Air Quality Partnership

**Completion Date: Ongoing**

**19-03.02 Prepare the Quarterly Newsletter, *Journeys*:** The agency's newsletter is scheduled to be published quarterly. Activities to publish the newsletter include:

- Compile information, write articles, select photos and/or artwork, and develop layout
- Solicit articles to include from member governments or associated agencies
- Distribute the newsletter to all interested parties
- Develop and distribute an electronic version of the newsletter

**Completion Date: Four times per calendar year**

**19-03.03 Maintain MPO Social Media and Website:** The MPO continually strives to keep information about D/KMPO activities updated through social media venues to include Facebook, Twitter, Instagram and its website. Activities to increase the value of the MPO's social media and website include:

- Work with the DE GIC office to keep the site organization and structure current
- Implement the changes to the website
- Post information on the website about the MPO's activities
- Maintain information on Twitter, Facebook, and other social media venues

**Completion Date: Ongoing**

**19-03.04 Conduct the Annual PAC Workshop:** Organize and hold a workshop to provide orientation to the metropolitan planning process for new members, engage all PAC members in discussing their roles in the planning process and creating ideas for outreach activities. Activities to accomplish this workshop include:

- Arrange a time and place to hold the workshop
- Schedule speakers, if appropriate
- Conduct the workshop

**Completion Date: June 2019**

**Responsible Agencies:** MPO staff and appointees from designating agencies.

**Staff Support:** Kate Layton, Project Manager

Project Funding Summary - 19-03 Public Outreach			
	80% Federal	20% Match	Total
FHWA	\$49,471.90	---	<b>\$76,603.04</b>
FTA	\$11,810.54	---	
DelDOT	---	\$7,660.30	
Local/Toll Credits	---	\$7,660.30	
<b>Total</b>	<b>\$61,282.43</b>	<b>\$15,320.61</b>	

#### **Project 19-04 Transportation Improvement Program**

The MPO is charged with compiling the region's Transportation Improvement Program (TIP), which identifies those projects for which federal funding may be requested over a four-year period. DelDOT selects the projects to be included in the TIPs based on the priorities developed through the metropolitan planning process. The TIP must contain a financial plan that enumerates the funding sources for the projects in the TIP and proves that the TIP is fiscally constrained. An air quality conformity determination must be made to demonstrate that the transportation system that is created as a result of the projects in the TIP will not worsen the region's air quality. Finally, the public must have an opportunity to review and comment on the TIP projects before they are approved by the MPO.

**19-04.01 Develop the FY 2020-2023 TIP:** During FY 2019, the MPO will prepare the FY 2020-2023 TIP. Activities to complete this project include:

- Solicit project submittals from MPO members.
- Prioritize projects submitted to the TIP
- Submit a list of candidate projects for the FY 2020-2023 TIP to DelDOT for evaluation and funding consideration.
- Solicit public comments on the proposed TIP in conjunction with DelDOT and the COT
- Conduct a bus tour of proposed TIP project locations
- Determine if a new air quality conformity analysis is needed
- Draft support document for project list including financial constraint, annual listing of projects, and air quality conformity determination
- Subject the draft document to a 30-day public comment period
- Approve the FY 2020-2023 TIP and distribute and post on the MPO website.

**Completion Date: May 2019**

**19-04.02 Develop the FY 2019-2022 TIP Amendments:** During FY 2019, the MPO may amend the TIP to reflect significant changes in funding or project scope. Activities related to this project include:

- Review the adopted Bond Bill and other proposed changes to the TIP with DelDOT and determine if an amendment is needed.
- Prepare a draft amendment document, including financial constraint, annual listing of projects, and air quality conformity determination
- Subject the draft document to a 30-day public comment period
- Approve amendments to the TIP

**Completion Date: As needed**

**Products:**

- 1) A published TIP document that meets federal requirements.
- 2) A published TIP which is incorporated into the STIP (DelDOT)

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Development & Tourism, State Planning, City of Milford, Town of Smyrna, Town of Camden

**Staff Support:** James Galvin, Project Manager

Project Funding Summary - 19-04 Prepare/Amend the TIP			
	80% Federal	20% Match	Total
FHWA	\$9,139.39	---	<b>\$14,151.57</b>
FTA	\$2,181.87	---	
DelDOT	---	\$1,415.16	
Local/Toll Credits	---	\$1,415.16	
<b>Total</b>	<b>\$11,321.25</b>	<b>\$2,830.31</b>	

**Project 19-05 Data Management**

In order for the MPO Council and committees to make informed decisions, they need to have access to data about the transportation system and the people who use it. The MPO maintains a GIS system for organizing and presenting data that has been gleaned from other sources and occasionally helps to fund the collection and analysis of new data. The maps and displays developed through GIS are also an important element of the public participation process.

**19-05.01 Operate and Maintain the Geographic Information System:** This project will maintain and update the MPO's existing GIS by improving communication and data sharing with other agencies and adding new data as it becomes available from other reliable sources. The activities to complete this project include:

- Work with member governments to identify sources for data that the MPO will need during the year and the process for accessing the data - Continuous
- Update GIS data from federal, state and local sources - Continuous
- Refine/maintain a database that identifies locations of minority, low income and other under-served populations that may be adversely impacted by the construction of or lack of transportation improvement projects - Continuous
- Integrate survey data from the Center for Applied Demographic Research - As available
- Partner with MPO member agencies and other organizations to build data sets and collect data. – As needed
- Integrate visualization techniques into the GIS - Continuous
- Create maps and displays for MPO meetings and projects as requested
- Participate in regional, statewide and national committees and organizations pertinent to operating and maintaining a top notch GIS system for the MPO including:
  - Population Consortium
  - Delaware Geographic Data Committee

**Completion Date: Ongoing**

**19-05.02 Support the Data and Demographics Sub-committee:** In FY 2011, the MPO created the Data and Demographics sub-committee for the purpose of developing small area population and employment projections and revising traffic analysis zone (TAZ) boundaries. The committee meets to evaluate county-level projections developed by the Population Consortium and disaggregate them to the TAZ level and to discuss other data of concern to the MPO.

In addition, the MPO continually re-examines and redefines analysis zone boundaries based on changes in demographics and the highway system. This project will continue that process and evaluate TAZ boundaries in relation to the 2010 Census, as needed.

**Completion Date: Ongoing**

**19-05.03 Performance Measures Data:** D/KMPO staff will work with DelDOT to establish performance measures for UPWP tasks. Performance management is part of the Federal-aid highway program and provides a means to the most efficient investment of Federal transportation funds by refocusing on national transportation goals, increasing the accountability and transparency of the Federal-aid highway program, and improving project decision-making. Activities to complete this project include:

- Setting of MPO targets. Within 180 days of States or providers of public transportation setting performance targets, requires MPOs to set performance targets in relation to the performance measures (where applicable). To ensure consistency, each MPO must, to the maximum extent practicable, coordinate with the relevant State and public transportation providers when setting performance targets. [§1201; 23 USC 134(h)(2)].
- Plans requiring targets. Requires the following plans to include State targets (and/or MPO targets, as appropriate):
  - Metropolitan transportation plans. [§1201; 23 USC 134(i)(2)(B)]
  - Metropolitan Transportation Improvement Program (TIP). [§1201; 23 USC 134(j)(2)(D)]
  - Statewide Transportation Improvement Program (STIP). [§1202; 23 USC 135(g)(4)]
  - State asset management plans under the National Highway Performance Program (NHPP). [§1106; 23 USC 119(e)]

- State performance plans under the Congestion Mitigation and Air Quality Improvement program. [§1113(b)(6); 23 USC 149(l)]

➡ Ensure the MPO targets are included in Statewide transportation plans. [§1202; 23 USC 135(f)(7)]

### Completion Date: Ongoing

#### Products:

- 1) An updated GIS database that includes all available Census and survey data.
- 2) Maps and other visual materials in support of MPO reports and presentations.
- 3) Traffic analysis zones that cover the most useful geographic areas for aggregating data.
- 4) Better data upon which decisions can be made.
- 5) TAZ-level population and employment projections that will be used to update the MTP.
- 6) Performance measures approved by DelDOT.

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Development & Tourism, State Planning, City of Milford, Town of Smyrna, Town of Camden

**Staff Support:** James Galvin, Project Manager

Project Funding Summary - 19-05 Data Management			
	80% Federal	20% Match	Total
FHWA	\$24,636.61	---	<b>\$38,147.70</b>
FTA	\$5,881.55	---	
DelDOT	---	\$3,814.77	
Local/Toll Credits	---	\$3,814.77	
<b>Total</b>	<b>\$30,518.16</b>	<b>\$7,629.54</b>	

### Project 19-06 Training, Education and Outreach

The metropolitan planning process brings together a variety of people and organizations involved in shaping the built environment. The consequences of their decisions are far-reaching and long-lasting. Their ability to make sound decisions is sometimes hampered by a lack of understanding of the interrelationships between transportation, the built environment and their daily lives. This project will provide opportunities for people involved in the MPO process to learn about best practices in transportation and land use planning by conducting workshops, seminars and forums on a variety of topics. Activities to accomplish this project include:

**19-06.01 Planner Training:** The MPO will continue developing partnerships with member governments, the Technology Transfer (T<sup>2</sup>) Center and the Institute for Public Administration at the University of Delaware, WILMAPCO and the DE APA to identify the areas of interest and need. As part of this task, the MPO will also sponsor training sessions such as the charrette training previously provided by the National Charrette Institute.

The activities to complete this project include:

➡ Participating in Delaware Chapter of the APA, conference calls, meetings, and events.

- Work with regional and sub regional member agencies to coordinate latest trends and studies regarding MPO transportation issues.

**Completion Date: As needed**

**19-06.02 Air Quality Outreach:** The MPO will continue its participation on WILMAPCO's Air Quality Subcommittee, the Air Quality Partnership of Delaware, and DNREC's Anti-Idling Working Group to provide these groups with the Kent County region's perspective related to air quality improvement efforts.

**Completion Date: As needed**

**19-06.03 Bicycle Education and Safety:** The MPO will continue to participate in the annual Walkable/Bikeable Summit planning committee. In addition, the MPO will assist DelDOT in planning bicycle education and safety events throughout Kent County. The MPO may also hold Walkable Community workshops with towns, to help them identify bicycle and pedestrian needs and potential solutions. The MPO may also participate in committees, subcommittees and events that are for the creation and promotion of walkable and bikeable communities.

**Completion Date: As needed**

**Products:**

- 1) A better informed public regarding the interrelationships between planning and transportation.
- 2) Coordination with Kent County and statewide Planners on MPO activities.

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, Delaware Division of Small Business, Development & Tourism, State Planning, City of Milford, Town of Smyrna, Town of Camden

**Staff Support:** Kate Layton, Project Manager

Project Funding Summary - 19-06 Training, Education and Outreach			
	80% Federal	20% Match	Total
FHWA	\$15,695.90	---	<b>\$24,303.78</b>
FTA	\$3,747.12	---	
DelDOT	---	\$2,430.38	
Local/Toll Credits	---	\$2,430.38	
<b>Total</b>	<b>\$19,443.02</b>	<b>\$4,860.76</b>	

## Project 19-07 Metropolitan Transportation Plan (MTP)

The Metropolitan Transportation Plan (MTP) provides a blueprint for how the region's transportation system should evolve over a 20-year period. It describes how all of the region's plans fit together to ensure managed growth in the region. The latest update to the MTP was approved by the MPO Council in January 2017. The plan is valid for four years, so it will need to be updated again by January 2021. However, the MTP is continuously monitored and should a new project be proposed that's not in the current MTP, the document would have to be amended to include the proposed project to ensure that Federal funds can be expended on that particular project. This task covers any potential amendments to the current MTP, as may be required. During FY 2019, the plan will be monitored, updated, and amended to reflect the region's proposed transportation priorities over the next 20-plus years in consultation with DelDOT as they amend their Long Range Plan as well as with local municipalities updating their comprehensive plans.

### Products:

1. Amendments to the 2040 Metropolitan Transportation Plan (MTP)
2. Policy directives in line with the 2040 MTP

**Responsible Agencies:** MPO staff and member agencies – DelDOT, DTC, City of Dover, Kent County, DNREC, DEDO, State Planning, City of Milford, Town of Smyrna, Town of Camden

**Staff Support:** Reed Macmillan, Executive Director  
James Galvin, Principal Planner

Project Funding Summary - 19-07 Update the Metropolitan Transportation Plan			
	80% Federal	20% Match	Total
FHWA	\$6,556.52	---	\$10,152.21
FTA	\$1,565.25	---	
DelDOT	---	\$1,015.22	
Local/Toll Credits	---	\$1,015.22	
<b>Total</b>	<b>\$8,121.77</b>	<b>\$2,030.44</b>	

## Project 19-08 Transportation Planning Projects

**19-08.01 Provide Technical Assistance to MPO Members:** With certified planners on staff, the MPO has the ability to provide services to the MPO's members, particularly local municipalities. Activities to accomplish the effort include:

- Assist local municipalities with identifying and prioritizing transportation needs
- Develop workshops and presentations on various planning concepts such as Transit Oriented Development, Form-based codes, traffic calming, and others
- Participate in the Development Advisory Committee (DAC) and Preliminary Land Use Service (PLUS) processes to provide the MPO perspective about proposed projects
- Develop small transportation concepts, such as access management plans, intersection studies, etc.

**Completion date:** Ongoing

**19-08.02 Comprehensive Plan Assistance:** As part of this task, the MPO will provide financial and/or technical assistance to local municipalities that are updating or developing their comprehensive plans. Municipalities that are interested in such assistance would contact the MPO. The technical assistance would be limited to the development of the transportation-related elements of the comprehensive plan. Financial assistance could be provided to a municipality as well, to cover costs related to professional services necessary to develop the transportation-related elements of the comprehensive plan. Twenty thousand dollars (\$20,000) will be budgeted for financial assistance as part of this task.

**Completion date: As needed**

**19-08.03 Delaware Population Consortium Projections:** The purpose of this project is to provide funding for the Delaware Population Consortium (DPC) to develop its annual statewide and countywide projections. These projections are used by the MPO, DelDOT and other state agencies for a wide variety of land use and transportation purposes, including transportation modeling, scenario planning, and the development of area-wide master land use/transportation plans.

The project is a joint effort with WILMAPCO. WILMAPCO is contributing the majority of the funding towards the project, and the Dover/Kent County MPO is budgeting ten thousand dollars (\$10,000).

**Completion date: Spring 2019**

**19-08.04 Congestion Management Process:** Funding will be allocated for future work in conjunction with DelDOT's and WILMAPCO's proposal to the expand the Congestion Management Process (CMP) into Kent County. This task will involve obtaining traffic count data at key intersections throughout the County. Twenty thousand dollars (\$20,000) will be allocated for hiring a firm that specializes in traffic data collection.

**Completion Date: Summer 2018**

**19-08.05 Other Planning Studies:** The MPO may undertake additional transportation planning studies as requested by state agencies and member municipalities throughout the year. UPWP amendments may be required to accommodate the additional planning studies, depending on the scope of the project and the need for professional services. Approximately \$164,000 (One Hundred Sixty-four Thousand Dollars) is available if required. Studies will be classified to include but not be limited to the following categories:

- **18-08.05.a - Bicycle and Pedestrian Feasibility Study**
- **18-08.05.b - Parking Study**
- **18-08.05.c - Transportation Corridor Study**
- **18-08.05.d - Transportation Improvement District Study**
- **18-08.05.e - Transit Study**
- **18-08.05.f - Freight (Rail or Truck) Study**
- **18-08.05.g- Performance Measures**
- **18-08.05.h - Miscellaneous Transportation Study**

Multiple studies within each of the above referenced categories will have a specific identifying project number. For example, if there was a parking study for one D/KC MPO partner, that study would be classified as 18-08.05.b.1 followed by the name of that municipality and the subsequent study would be 18-08.05.2 followed by that name. The alpha-numeric identifier will help in the invoicing process. This process will eliminate the need to amend the FY19 UPWP when a new transportation project is implemented.

The D/KC MPO will utilize the State of Delaware Office of Management and Budget (OMB) Budget and Accounting Policy Chapter 5 (Procurement) dated February 26, 2016. Specifically, the Professional Service Threshold for open market purchase contract is less than \$50,000.00.

**Completion Date: As Needed**

**Staff Support:** Reed Macmillan, Executive Director  
James Galvin, Project Manager

Project Funding Summary - 19-08 Transportation Planning Projects			
	80% Federal	20% Match	Total
FHWA	\$138,084.21	---	<b>\$213,811.70</b>
FTA	\$32,965.15	---	
DelDOT	---	\$21,381.17	
Local/Toll Credits	---	\$21,381.17	
<b>Total</b>	<b>\$171,049.36</b>	<b>\$42,762.34</b>	

### FY 2019 UPWP Operating Expenses

Expense	Total Amount
Communication	\$4,000.00
Compensation for personnel (see note)	\$384,740.44
Equipment/Capital Expenses	\$3,000.00
Insurance and Indemnification	\$2,250.00
Maintenance/Repairs	\$2,300.00
Materials and Supplies	\$7,500.00
Meetings and Conferences	\$5,000.00
Professional Activities/Dues	\$3,500.00
Professional Services	\$151,000.00
Publication and Printing	\$5,500.00
Public Outreach	\$8,600.00
Rental Costs	\$31,000.00
Training Costs	\$3,170.00
<u>Travel Costs</u>	\$3,725.02
<b>Total</b>	<b>\$615,285.46</b>

**Note:** Should the MPO Council approve healthcare costs for families of current staff, the proposed Planner II full time staff position will not be filled in FY19 and those savings used to pay for the increased health insurance premiums.

### **FY 2019 UPWP Cost Allocation by Funding Source**

<b>Cash Allocation</b>	<b>FHWA</b>	<b>FTA</b>	<b>DeIDOT</b>	<b>Toll Credits</b>	<b>Total</b>
19-01 Program Management & Development	\$144,640.72	\$34,530.40	\$22,396.39	\$22,396.39	<b>\$223,963.90</b>
19-02 Prepare the UPWP	\$9,139.39	\$2,181.87	\$1,415.16	\$1,415.16	<b>\$14,151.58</b>
19-03 Public Outreach	\$49,471.90	\$11,810.54	\$7,660.30	\$7,660.30	<b>\$76,603.04</b>
19-04 Prepare the TIP	\$9,139.39	\$2,181.87	\$1,415.16	\$1,415.16	<b>\$14,151.58</b>
19-05 Data Management	\$24,636.61	\$5,881.55	\$3,814.77	\$3,814.77	<b>\$38,147.70</b>
19-06 Training, Education, & Outreach	\$15,695.90	\$3,747.12	\$2,430.38	\$2,430.38	<b>\$24,303.78</b>
19-07 Update MTP	\$6,556.52	\$1,565.25	\$1,015.22	\$1,015.22	<b>\$10,152.21</b>
19-08 Transportation Planning Projects	\$138,084.21	\$32,965.15	\$21,381.17	\$21,381.17	<b>\$213,811.70</b>
<b>Total</b>	<b>\$397,364.62</b>	<b>\$94,863.74</b>	<b>\$61,528.55</b>	<b>\$61,528.55</b>	<b>\$615,285.46</b>

FY18 "Roll Over" funding is not known at this time. If required, this FY19 UPWP will annotate any "roll over" funding in subsequent amendments.

**FY 2019 UPWP Cost Allocation by Project**

	80% Federal Funds			20% Match			
Project	FHWA	FTA	Total Federal	DelDOT (cash)	Local/Toll Credits	Total Match	Total Project
19-01 Program Management & Development	\$144,640.72	\$34,530.40	\$179,171.12	\$22,396.39	\$22,396.39	\$44,792.78	\$223,963.90
19-02 Prepare the UPWP	\$9,139.36	\$2,181.87	\$11,321.23	\$1,415.16	\$1,415.16	\$2,830.32	\$14,151.55
19-03 Public Outreach	\$49,471.90	\$11,810.54	\$61,282.44	\$7,660.30	\$7,660.30	\$15,320.60	\$76,603.04
19-04 Prepare the TIP	\$9,139.39	\$2,181.87	\$11,321.26	\$1,415.16	\$1,415.16	\$2,830.32	\$14,151.58
19-05 Data Management	\$24,636.61	\$5,881.55	\$30,518.16	\$3,814.77	\$3,814.77	\$7,629.54	\$38,147.70
19-06 Training, Education and Outreach	\$15,695.90	\$3,747.12	\$19,443.02	\$2,430.38	\$2,430.38	\$4,860.76	\$24,303.78
19-07 Update MTP	\$6,556.52	\$1,565.25	\$8,121.77	\$1,015.22	\$1,015.22	\$2,030.44	\$10,152.21
19-08 Transportation Planning Projects	\$138,084.21	\$32,965.15	\$171,049.36	\$21,381.17	\$21,381.17	\$42,762.34	\$213,811.70
<b>Total</b>	<b>\$397,364.62</b>	<b>\$94,863.74</b>	<b>\$492,228.36</b>	<b>\$61,528.55</b>	<b>\$61,528.55</b>	<b>\$123,057.10</b>	<b>\$615,285.46</b>

<b>Calculation of Required Match</b>	
Federal Funds Programmed	\$492,228.36
Minimum Match Required (20%)	\$123,057.10
<b>Total Match Programmed</b>	<b>\$123,057.10</b>

The preparation of this document was financed in part with funds provided by the Federal Government, including the Federal Transit Administration, through the Joint Funding Simplification Program, and the Federal Highway Administration of the United States Department of Transportation. Support was also provided by the Kent County Levy Court through an annual competitive Community Grant.